ADMINISTRATOR CERTIFICATION SECTION

"TIME MATTERS"

COMMON REASONS FOR DELAYS IN PROCESSING VENDOR APPLICATIONS

Note: This can be used as a checklist prior to submission of applications and courses. Simply use the third column to check completed items. Place this document on top of the package you are submitting.

Delay Caused by:	Recommendation
1. Application is incomplete or old form is being used. ***RE: LIC 9141 Vendor Application***	Take your time in completing every section of the application. Review prior to submission to ensure that all areas are addressed. New forms are available at: http://www.ccld.ca.gov/PG4912.htm
2. Application is not signed or is not dated, or both.	Sign the application and date the application.
3. Applicant is corporation and no Secretary of State verification is presented with application.	Obtain Secretary of State verification – seal, if your organization is a corporation, a Limited Liability Corporation.
4. The application does not contain the license numbers of those individuals identified on page two of the application.	Provide past or current licenses, if applicable, for all individuals listed on page two of the application form. A signature is required for each individual presented on this page. The vendor may sign for the individual.
6. The application does not include current signatures of the individuals on page two of the application.	All individuals must provide current information related to their background information. It is not acceptable to use any old documents from a previous year's submission.
7. Renewal application contains courses that are outdated and not current.	Submit new course requests for any courses that are not current or accurate.
8. Renewal course numbers are incorrect.	Review course numbers prior to submission.
9. The application is submitted without the fee.	Remember to send in the appropriate fee for vendorships, initial and continuing education.
10. Second page of application is missing.	Make sure to submit page one and page two of the application.

ADMINISTRATOR CERTIFICATION SECTION

"TIME MATTERS"

COMMON REASONS FOR DELAYS IN PROCESSING VENDOR
COURSE REQUESTS

Delay Caused by:	Recommendation
1. Course request is incomplete. *RE: LIC 9140 Course Request*	Take your time in completing every section of the course form. Review prior to submission to ensure that all areas are addressed.
2. Course request is not signed or dated.	Sign the application and date the application.
3. The Core of Knowledge section is not complete.	The subject must be related to a Core of Knowledge topic. Core of Knowledge for ARF/RCFE/GH/STRTP are available at: http://www.ccld.ca.gov/PG4794.htm
4. The course request does not contain the license numbers of those individuals identified on page two of the application.	Provide past or current licenses, if applicable, for all individuals listed on page two of the application form. A signature is required for each individual presented on this page. The vendor may sign for the individual.
5. The application does not include current signatures of the individuals on page two of the application.	All individuals must provide current information related to their background information. It is not acceptable to use any old documents from a previous year's submission.
6. The log-in information is not provided.	Provide the log-in information for analyst review of course.
7. There is insufficient course content to justify the duration of the course. For example, the request is for four hours and the outline/content is less than four hours. This is especially problematic for on-line courses.	All courses should be of sufficient content to justify the number of hours requested. All course must be in one hour increments – no ½ hours, e.g. 3.5 hours are not allowed. Ensure content and time request for course are in sync.
8. The outline is disorganized and does not provide sufficient content for review. Differently formatted outlines for each course.	All outlines should provide sufficient content so that the analyst has a clear idea of what material is to be presented, by whom and by what medium.

9. The instructor lacks the qualifications necessary to teach the course.	Review the regulations and do not submit instructors that are not qualified. Also ensure all resumes are updated at a minimum every renewal period.
10. Course content does not reflect course objectives.	Connect the dots when submitting courses. The objectives and content must support each other.
11. Requested course duration is longer than ten hours.	Per regulations, a course may not exceed ten hours per day.
12. Course includes excessive time spent on pre or post items, e.g. 30 minutes for introductions and housekeeping is not instruction time.	Ensure that course durations match course instruction time.